



UCLA SCHOOL OF DENTISTRY

FACSIMILE TRANSMISSION COVER SHEET

DATE: 10/24/03

TO: Name ADAM KISSEMAN

Phone _____

FAX No 64429

No. of Pages (not including cover sheet) 4

FROM: Name: Steve Stravel

Section: _____

Phone: 66072

NOTES: ADAM,
Here is a fax version. I'll be getting
an electronic version soon.

Thanks, Steve

UCLA School of Dentistry FAX No.: (310) 267-1072

BYLAWS OF THE SCHOOL OF DENTISTRY

Approved by Faculty February 8, 1984

Amended by Faculty July 9, 1986, December 11, 1988, April 1, 1997,
June 3, 1998, and September 17, 1998

Part I. Function

1. The function of the Faculty of the School of Dentistry is to conduct the government of the School of Dentistry. In matters respecting graduate study and higher degrees, the Faculty is subject to the authority of the Graduate Council and the Coordinating Committee on Graduate Affairs.

Part II. Membership

- 2a. Membership in the Faculty of the School of Dentistry is defined by Divisional Bylaw 50(A).
- 2b. Full-time Clinical Faculty may serve on committees and participate in consideration of personnel actions. Their votes on personnel actions shall be identified and reported separately.

Part III. Officers

3. The Officers of the Faculty shall consist of a Chair, Chair-Elect, and Secretary. The Chair-Elect shall be elected by the Faculty for a two-year term and shall serve the first year as Chair-Elect and the second year as Chair. The Secretary of the Faculty shall be elected annually by the Faculty Executive Committee from its membership.

Part IV. Meetings of the Faculty

4. The Faculty shall meet at least once quarterly after a call by the Chair with a minimum of one week's notice prior to each meeting.
5. The Faculty may meet at other times with at least two instructional days' notice:
 - (a) After a call to meeting by the Chair.
 - (b) After delivery of a written request for a meeting to the Secretary. The request must be
 - i. Signed by at least three voting members of the Faculty.
 - ii. Acted on within 48 hours by the scheduling of a meeting to take place within five calendar days from receipt of the request.
6. The Chair of the Faculty will preside at all Faculty meetings. In the absence of the Chair, the Chair-Elect will preside at Faculty meetings. Should the Chair-Elect also be absent, the Secretary will preside.
7. The agenda of the regular quarterly meetings shall include the following order:
 - (a) Consideration of the Minutes of the preceding Faculty meeting.
 - (b) Announcements by the President of the University of California.
 - (c) Announcements by the Chancellor of the UCLA campus.
 - (d) Announcements by the Dean of the School of Dentistry and/or his/her designees.
 - (e) Announcements by the Chair of the Faculty.

- (f) Report of the Faculty Executive Committee.
 - (g) Reports of the Standing Committees.
 - (h) Reports of Special Committees.
 - (i) Petitions of Students.
 - (j) Unfinished Business.
 - (k) New Business.
8. Robert's Rules of Order (newest edition) shall govern Faculty meetings in all instances not covered by the Bylaws.
9. The order of the agenda of Faculty meetings may be altered by vote of two-thirds of the voting Faculty present at the meeting.
10. Action or measures considered at a meeting of the Faculty must be submitted to a mail ballot when
- (a) requested by 25% of the voting members present at a meeting of the Faculty.
 - (b) requested in writing by 25 Faculty members within ten calendar days after distribution of the minutes of the meeting at which the action was taken or the measure considered.

Part V. Quorum

11. A quorum shall consist of one-third of the full-time voting faculty in the School of Dentistry.

Part VI. Committees

12. The Dean or his/her designee is an "ex officio" member of all committees without vote except as herein designated.
13. The Dean shall appoint committees of the Faculty for which no other provision has been made or he/she may delegate that responsibility to other faculty committees as appropriate.
14. Faculty Executive Committee (FEC)
- (a) Membership
 - i. The Chair and Chair-Elect of the Faculty
 - ii. Six Faculty members shall be elected by the Faculty. The term of elected members shall be three years and they shall be eligible for reelection to one immediately succeeding term on the Committee.
 - iii. The Dean of the School of Dentistry, or an Associate Dean (that he/she designates as his/her representative), shall serve as "ex officio" member with vote.
 - iv. A representative from the School of Medicine appointed by the Dean of the School of Dentistry.
 - (b) Duties:
 - i. Advise the Dean and Faculty on matters concerning the school's policies, programs, and budget.
 - ii. Consider matters of general concern to the Faculty with respect to matters delegated to it by the Faculty in the Bylaws or by subsequent action.
 - iii. Receive reports from the Standing Committees of the Faculty.

- iv. Appoint the Standing Committees of the Faculty established by these Bylaws.
 - v. Have general jurisdiction over the curricula and conduct of instruction and requirements for degrees as provided in Division Bylaw 50(D)(5).
 - vi. Implement rules and regulations prescribed by the Faculty.
 - vii. Report to the Faculty at least quarterly.
- (c) Meetings: The FEC shall meet at the call of the Chair, or at the written request of a majority of its membership.
- (d) Quorum: A quorum of the FEC shall consist of six members.
15. Standing Committees of the Faculty
- (a) Appointment and tenure of Standing Committees
 - i. The Chairs and the members of the Standing Committees established herein shall be appointed by the FEC.
 - ii. All Standing Committees of the faculty with the exception of the FEC, will be appointed each year prior to July 1, to serve three-year terms. Approximately one-third of the membership will be replaced each year to foster continuity of the membership. As necessary, the FEC may replace committee members during the course of the term to ensure a functioning committee.
 - iii. Each Standing Committee may appoint such subcommittees as it deems necessary to conduct its business.
16. Admissions: This committee shall consist of five faculty members from the School of Dentistry, three faculty members from departments other than Dentistry, one predoctoral student each from the 3rd year and 4th year classes, and one Alumni Representative. The Assistant Dean, Student and Alumni Affairs shall be an ex officio member without the right to vote. The responsibility of this committee is to select students for admission to the predoctoral program.
17. Curriculum: This committee shall consist of nine faculty members who are charged with the responsibility to evaluate programs and educational objectives, and to recommend to the Faculty Executive Committee changes in the curriculum. In addition, there shall be the following ex officio members without the right to vote: Dean Designate, Alumni Representative, and one predoctoral student from each class.

18. **Student Performance:** The committee shall be composed of nine faculty members. In addition, there shall be the following ex officio members without the right to vote: Assistant Dean Student and Alumni Affairs, Associate Dean for Clinical Dental Sciences, Alumni Representative, and one predoctoral student from each class. This committee shall consider student performance of all students pursuing a D.D.S. degree. The responsibilities of this committee shall include the review of student performance and recommendations of those students to be graduated, graduated with honors, placed on probation, promoted, dismissed and readmitted.
19. **Appointments, Promotions and Appraisals:** The committee shall be composed of nine tenured faculty members. Each year the FEC shall replace three members of the committee with tenured faculty to serve three year terms. The responsibilities of this committee shall include the review and recommendations to the Faculty of all professorial appointments, promotions, fourth year appraisals of Assistant Professors and Professor Step VI reviews. The responsibility of the committee also includes Five Year Reviews, which shall be advisory only to the Dean.
20. **Merits and Lectureship Appointments:** The committee shall be composed of nine tenured faculty members. The FEC shall appoint three tenured faculty to the committee each year to serve a three-year term. The responsibilities of this committee shall include the review and recommendation to the Faculty of all lectureship appointments and merit increases except the advancement of Professors to Step VI.

PART VII. Amendment to the Bylaws

21. The Bylaws may be amended at any regular or special meeting of the Faculty by two thirds of those voting provided that written notice of the amendment shall have been sent to each member of the Faculty at least five days of instruction before the meeting at which the amendment is to be moved.
22. No amendment inconsistent with legislation of the Academic Senate shall be made.